



CANNON BUILDING  
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DOVER, DELAWARE 19904-2467

STATE OF DELAWARE  
DEPARTMENT OF STATE

TELEPHONE: (302) 744-4500  
FAX: (302) 739-2711  
WEBSITE: WWW.DPR.DELAWARE.GOV

DIVISION OF PROFESSIONAL REGULATION

BOARD OF ELECTRICAL EXAMINERS

APPLICATION FOR:

\_\_\_\_\_ **Reciprocal** License from the State of \_\_\_\_\_ License # \_\_\_\_\_

Other State(s) a licensed has been issued \_\_\_\_\_  
Complete sections **A, C, and D.**

\_\_\_\_\_ **Original** Licensure  
Complete sections **A, B, and D.**

Applying for:

Master Electrician \_\_\_\_\_ Master Electrician Special \_\_\_\_\_ Specialty - \_\_\_\_\_

Limited Electrician \_\_\_\_\_ Limited Electrician Special \_\_\_\_\_ Specialty - \_\_\_\_\_

Do you currently hold a Delaware limited electrician license? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, provide number: T2- \_\_\_\_\_

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**SECTION A:** To be completed by all applicants: **PLEASE PRINT**

Name: \_\_\_\_\_  
(Last) (First) (M.I.)

Address: \_\_\_\_\_  
(Street) (Apt. #)

\_\_\_\_\_  
(City) (State) (Zip code)

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_ Email: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

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**SECTION B:** To be completed by applicants for original licensure

1. Have you completed a registered apprenticeship program? \_\_\_\_\_

If yes, please attach a copy of the Certificate of Completion.

Supervisor- \_\_\_\_\_ License Number- \_\_\_\_\_

2. Have you completed technical training (not including training used to achieve the Certificate of Completion in an apprenticeship program)? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, you should arrange for the school to send an official transcript to the Board of Electrical Examiners.

List your related, full-time employment beginning with the most current. Verification of employment must be provided by Employer affidavit on forms provided by the Board or tax form W-2 or Schedule C.

Employer	Address	Dates of employment
Employer	Address	Dates of employment
Employer	Address	Dates of employment

(Add additional sheets as necessary).

**SECTION C:** To be completed by applicants for reciprocal licensure

If you have a current license from a state, a territory, or the District of Columbia that has standards for licensure substantially the same as Delaware, you must provide proof from the state, territory, or District of Columbia, that the license is in 'good standing.' If you do not know whether the Delaware Board has determined that your state, territory, or District of Columbia has standards substantially the same as Delaware, you may contact the Administrative Assistant of the Board at the Division of Professional Regulation.

**OR**

If your state, territory, or District of Columbia does not have standards for licensure that are substantially the same as Delaware, you may receive reciprocal licensure by presenting proof of practice for a minimum of five years after licensure. List your relevant practice or employment below beginning with the most current. Proof of Experience requires an employer's affidavit describing the nature of the experience if an applicant cannot obtain the required affidavit from the supervising licensed electrician, tax W-2 forms showing full-time employment may be substituted at the discretion of the Board.

Employer	Address	Dates of employment
Employer	Address	Dates of employment
Employer	Address	Dates of employment

(Add additional sheets as necessary)

**SECTION D:** To be completed by all applicants.  
Answer the following questions and provide any additional information requested.

1. Have you been the recipient of any administrative penalties regarding your practice as an electrician such as fines, formal reprimands, license suspension or revocation (except for non-payment of fees), probationary limitations, or been a party to a 'consent agreement' containing conditions placed by a Board on your professional conduct and practice including any voluntary surrender of a license? Yes\_\_\_\_\_ No \_\_\_\_\_
2. Do you have any disciplinary proceedings or unresolved complaints pending against you in any jurisdiction where you have previously been or are currently licensed or registered? Yes\_\_\_\_\_ No \_\_\_\_\_

If the answer to question 1 or 2 is 'yes', you must provide the documentation of any regulatory Board action for review by the Delaware Board of Electrical Examiners.

4. Have you ever been convicted of or entered a plea of guilty or *nolo contendere* (no contest) to any felony, misdemeanor or any other criminal offense in any jurisdiction? Yes\_\_\_\_ No\_\_\_\_ **If yes, submit a certified copy of your criminal history record.**

Applications that are not complete within six (6) months of filing may be considered abandoned and discarded. The Board office will attempt to notify you before disposing of an abandoned application.

***AFFIDAVIT***

County of \_\_\_\_\_ )  
 ) SS.  
State of \_\_\_\_\_ )

Applicant Signature \_\_\_\_\_

Sworn or affirmed before me a Notary Public this \_\_\_\_ day of \_\_\_\_\_, 200\_\_.

My commission expires on \_\_\_\_\_.

Notary Public  
Revised 6-05

## Delaware Board of Electrical Examiners Licensure Requirements Checklists

Board meetings are normally scheduled for the first Wednesday of the month. (The Board does not meet in August and December.) License applications must be complete, including all required documentation and correct payment, **no later than the Friday before the meeting**. Please allow 4-8 weeks to receive your license.

For full information about licensure requirements, click on "Licensure Requirements" on our website at [www.dpr.delaware.gov/boards/electrician](http://www.dpr.delaware.gov/boards/electrician). A copy of the Board's Rules and Regulations and Law is also available on the website. If you have questions, contact the Board Office at (302) 744-4500.

### Original Licensure (by Examination) Checklist

Submit a completed application with all necessary credentials for Board approval at least 45 days before the test is given. (Rule 4.1)

Submit:

\_\_\_\_\_ complete, signed and notarized application

\_\_\_\_\_ processing fee by check or money order made payable to "State of Delaware". Click on Fee Schedule at [www.dpr.delaware.gov/boards/electrician](http://www.dpr.delaware.gov/boards/electrician). *Note that the processing fee is based on the postmark date. If your application is postmarked May 31, send the May fee; if postmarked June 1, send the June fee.*

\_\_\_\_\_ proof of experience consisting of a copy of the Certificate of Completion from a registered apprenticeship program or a *Verification of Employment* form describing the nature of the experience. If you cannot obtain the required affidavit from the supervising licensed electrician, tax form W-2 showing full-time employment may be substituted at the discretion of the Board. **Also, include a letter explaining why the affidavit is not obtainable.** For details about licensure requirements, click on "Licensure Requirements" on our website at [www.dpr.delaware.gov/boards/electrician](http://www.dpr.delaware.gov/boards/electrician).

**Incomplete applications will be returned.**

### Reciprocal Licensure Checklist

Submit:

\_\_\_\_\_ complete, signed and notarized application

\_\_\_\_\_ proof of general liability insurance of at least \$300,000.00

\_\_\_\_\_ processing fee by check or money order made payable to "State of Delaware". Click on Fee Schedule at [www.dpr.delaware.gov/boards/electrician](http://www.dpr.delaware.gov/boards/electrician). *Note that the processing fee is based on the postmark date. If your application is postmarked May 31, send the May fee; if postmarked June 1, send the June fee.*

\_\_\_\_\_ letter of good standing from all States where an individual electrical license has been issued. The letter of good standing and a copy of the State's law and rules and regulations must be sent directly from the State Board office to the Delaware Board.

*If your state, territory, or District of Columbia does not have standards for licensure that are substantially the same as Delaware, you may receive reciprocal licensure by presenting proof of experience for a minimum of five years after licensure.*

\_\_\_\_\_ proof of experience consisting of a *Verification of Employment* form describing the nature of the experience. If you cannot obtain the required affidavit from the supervising licensed electrician, tax W-2 forms showing full-time employment may be substituted. A self-employed applicant may submit tax form Schedule C as proof of practice at the discretion of the Board. **Also, include a letter explaining why the affidavit is not obtainable.** For details about licensure requirements, click on "Licensure Requirements" on our website at [www.dpr.delaware.gov/boards/electrician](http://www.dpr.delaware.gov/boards/electrician).

**Incomplete applications will be returned.**